

MINUTES OF THE STATE PERSONNEL BOARD
December 18, 2008
Charleston, West Virginia

The State Personnel Board met on December 18, 2008, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert W. Ferguson, Jr., Chairman, and members, Jack Canfield, Mark Carbone, Sharon Lynch, and Eugene Stump. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; Mike Campbell, Assistant Director of the Staffing Services Section; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; John Bowyer, Assistant Director of the Employee Relations Section; Evelyn Davis, Assistant Director of the Organization and Human Resource Development Section; Lisa Dalporto, Assistant Director of the Classification & Compensation Section; Debbie Anderson and Barbara Jarrell, Senior Personnel Specialists of the Classification and Compensation Section; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the November 20, 2008 meeting prior to this meeting. Chairman Ferguson asked for any additions or corrections. There being none, Ms. Lynch moved to accept the minutes. Mr. Stump seconded the motion. The Board approved the November 20, 2008 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

OFFICES OF THE INSURANCE COMMISSIONER

Upon motion of Mr. Canfield, seconded by Ms. Lynch, the State Personnel Board initiated a discussion regarding proposal #2488 from the Offices of the Insurance Commissioner. The Board's questions were addressed by Kathy Damron of the Insurance Commissioner's Office and Jane Cline, Insurance Commissioner. After a lengthy discussion, Commissioner Cline asked that the Board reconsider its motion to approve the recommendation of Division of Personnel staff and approve the proposal as originally submitted. After further discussion, Chairman Ferguson asked if Mr. Canfield and Ms. Lynch would consider withdrawing their motion and second, respectively. Mr. Canfield and Ms. Lynch agreed to withdraw the motion and second. Upon motion of Mr. Carbone, seconded by Ms. Lynch, the State Personnel Board approved proposal #2488 as originally submitted by the Offices of the Insurance Commissioner, establishing the classifications of Market Conduct Analyst 1 at pay grade 17 (\$31,200 – 57,720), Market Conduct Analyst 2 at pay grade 19 (\$35,736 – 66,120), Market Conduct Examiner 1 at pay grade 18 (\$33,396 – 61,788), Market Conduct Examiner 2 at pay grade 20 (\$38,244 – 70,752), Market Conduct Examiner 3 at pay grade 22 (\$43,800 – 81,036), and Market Conduct Examiner Supervisor at pay grade 24 (\$50,172 – 92,808). Mr. Stump abstained. This action is effective February 1, 2009. Debbie Anderson, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

PUBLIC EMPLOYEES INSURANCE AGENCY

Upon motion of Mr. Carbone, seconded by Mr. Canfield, the State Personnel Board voted to table proposal #2492 for thirty (30) days in order to obtain a written legal opinion to be compiled by the Attorney General's Office in cooperation with the Department of Administration's General Counsel. John Bowyer, Assistant Director of the Employee Relations Section, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board approved proposal #2493, exempting the position of Director, Board of Barbers and Cosmetologists from the classified service under *West Virginia Code* §29-6-4(c)(7) as policymaking. This action is effective immediately. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Lynch, seconded by Mr. Carbone, the State Personnel Board approved proposal #2494, designating the Office of Property Management, Division of Assets & Project Management, in the Department of Health and Human Resources, as the organizational unit for an interdepartmental transfer. The transfer is due to the elimination of three positions (Administrative Services Manager 2, Administrative Services Assistant 1, and Secretary 2) in the Department of Health and Human Resources and subsequent consolidation of those eliminated positions in the Real Estate Division of the Department of Administration and is in accordance with the *Interdepartmental Transfer of Permanent State Employees* rule (143CSR7). These actions are effective no sooner than January 16, 2009. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal

OTHER BUSINESS

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for January 15, 2009, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.

Robert Ferguson, Jr., Chairman
State Personnel Board

Shelly R. Lowery, Secretary
State Personnel Board